Chapter 5: Rosters

Rosters connect students to educators (users) in Educator Portal. Before rosters are entered, both educators and students must be entered into Educator Portal. Rosters can be viewed, edited, created manually, or created through an upload process.

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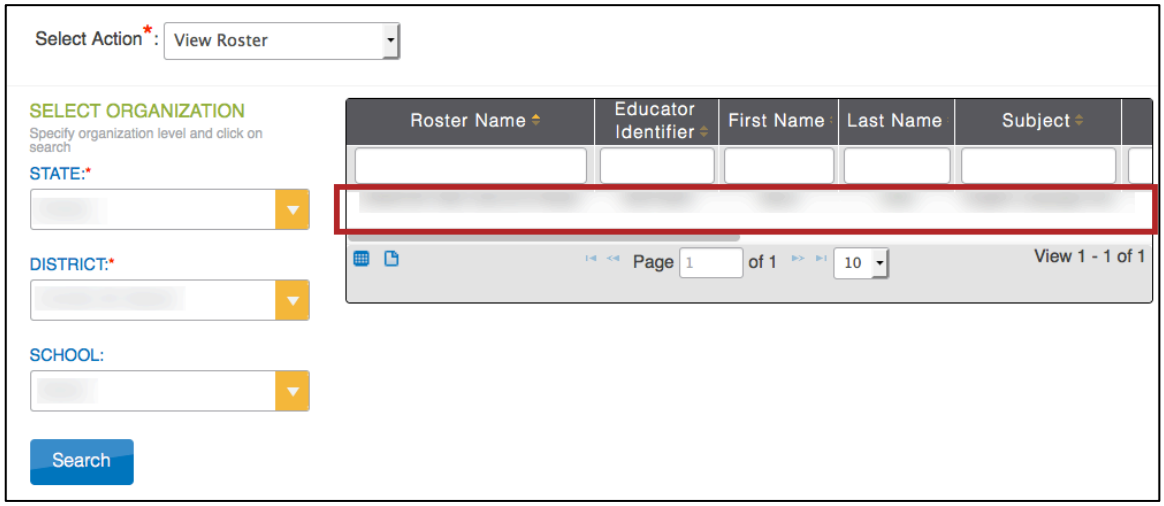
Viewing a Roster

To view a roster, perform the following steps.

1. Log in to Educator Portal.
2. Click the Settings menu.

3. Click the Rosters tab.

4. From the Select Action menu, choose View Roster.
5. Select the organizational information.
6. Click Search.
7. In the list of rosters, locate the roster you want to view. Click once on the roster row.



Uploading Rosters Using a CSV File

Note: Depending upon your program, you may not be able to access this function. If the action does not display in the drop-down menu, the procedure is not allowed.

Rosters are often created using a spreadsheet program that can save in CSV (comma-separated values) format. The resulting CSV file can be saved and edited as information changes.

Note: A CSV file template is available. Contact the ATS Help Line or your organization for more information.

Roster CSV File Format

All column headings are required, but some columns do not require data. The CSV Col column is included to help you organize your CSV file.

Note: The Data Req? column indicates if the spreadsheet must have data in a particular column.

CSV Col.	Column Heading	Data Req?	Format or Valid Entries	Definition
A	Roster Name	Y	Alphanumeric	The name for the roster.
B	Subject	Y	Alphanumeric	The subject code assigned by the state. Valid entries include ELA, M, SCI, and SS.
C	Course	N	Alphanumeric	The identification code for a particular course. **Note: See the list of codes that follows this table.** Hint: Course is not a required field. A course should only be entered if directed to do so by the assessment program.
D	School Identifier	Y	Alphanumeric	Identification code assigned by the state (or other organization) that indicates the school the student attends. **Note: The entry must match an entry in Educator Portal.**

CSV Col.	Column Heading	Data Req?	Format or Valid Entries	Definition
E	School Year	Y	YYYY	The four-digit ending year of the current school year (e.g., for the 2015–2016 school year, enter 2016).
F	State Student Identifier	Y	Numeric	The student's state identification number.
G	Local Student Identifier	N	Numeric	Unique code assigned to the student by the school or local education agency.
H	Student Legal First Name	Y	Alphanumeric	The student's first name.
I	Student Legal Last Name	Y	Alphanumeric	The student's last name.
J	Educator Identifier	Y	Alphanumeric	The educator's identification number. **Note: This number should match a user in Educator Portal.**
K	Educator First Name	Y	Alphanumeric	The educator's first name.
L	Educator Last Name	Y	Alphanumeric	The educator's last name.
M	Remove from roster	N	Remove	If the information should be removed from a roster, type Remove in this column. Otherwise, the column should remain blank.

Course Codes

Note: Course is not a required field. A course should only be entered if directed to do so by the assessment program. If a course is entered, the entry must be one of the codes in the following table.

Code	Definition
ADVENG10	Advanced English 10
ADVENG11	Advanced English 11
ADVENG12	Advanced English 12
ADVENG9	Advanced English 9
ALG	Algebra
ALG1	Algebra 1
ALG2	Algebra 2
ALIT	American Literature
AMHIST	American History
BIBLIT	Biblical Literature
BIO	Biology
BRITLIT	British Literature
CALC	Calculus
CHEM	Chemistry
CLALIT	Classical Literature
CONLIT	Contemporary Literature
CWTN	Creative Writing
DEVREA	Developmental Reading
DRALIT	Dramatic Literature
EARSCI	Earth Science
ENG10	English 10
ENG11	English 11

Code	Definition
ENG12	English 12
ENG2	English II
ENG3	English III
ENG9	English 9
ENGLANCAP	English Language and Composition, AP
ENGLITCAP	English Literature and Composition, AP
GEOG	Geography
GEOM	Geometry
LIFSCI	Life Science
PHYS	Physics
PHYSSCI	Physical Science
PREALG	Pre-Algebra
PRECALC	Pre-Calculus
PSYCH	Psychology
SOC	Sociology
STHIST	State History
TCLIT	Twentieth-Century Literature
TECHCOM	Technical Communications
TRIG	Trigonometry
WHIST	World History
WLIT	World Literature

Uploading a Roster File

To upload a Roster CSV file, perform the following steps.

1. Log in to Educator Portal.
2. Click the Settings menu.

3. Click the Rosters tab.

4. From the Select Action menu, choose Upload Roster.
5. Select the organizational information.
6. In the File field, click the CSV icon.

7. Select the appropriate file.

Note: Verify that the file has a .csv file extension. Filenames with extensions ending in .xls or .xlsx will be rejected.

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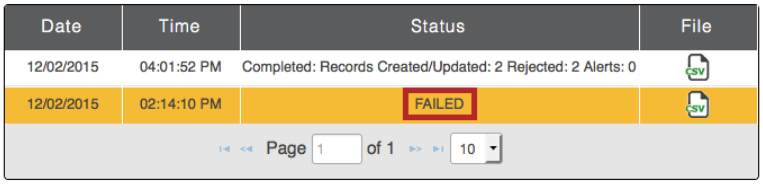
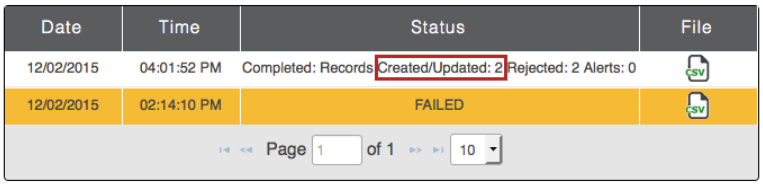
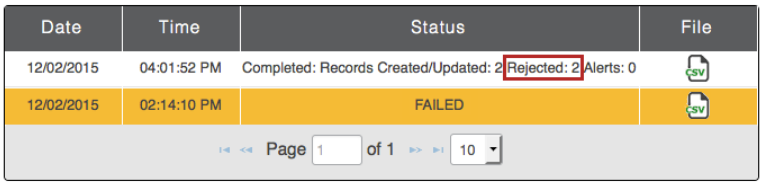
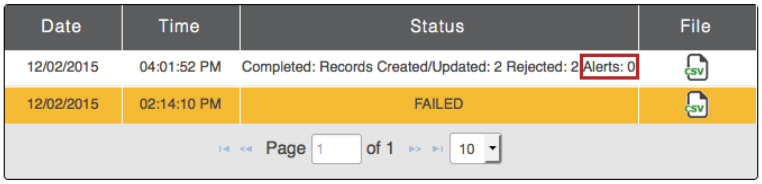
8. Click OK.
9. Verify that the correct file is displayed in the File field.
10. Click Upload.

Reviewing Roster File Upload

The final step to uploading a roster file is to verify that all reports uploaded successfully. Information on error messages is located in Chapter 8: Messages.

> Hint: The brackets ([ ]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

Status Message	Description	Image
Failed	The CSV file failed to upload. Click the CSV file under the file column.	
Created/Updated: [value]	Records were created successfully.	
Rejected: [value]	Records were rejected. Click the CSV file under the file column.	
Alerts: [value]	Records were created successfully, but another issue exists. Click the CSV file under the file column.	

Creating a Roster Manually

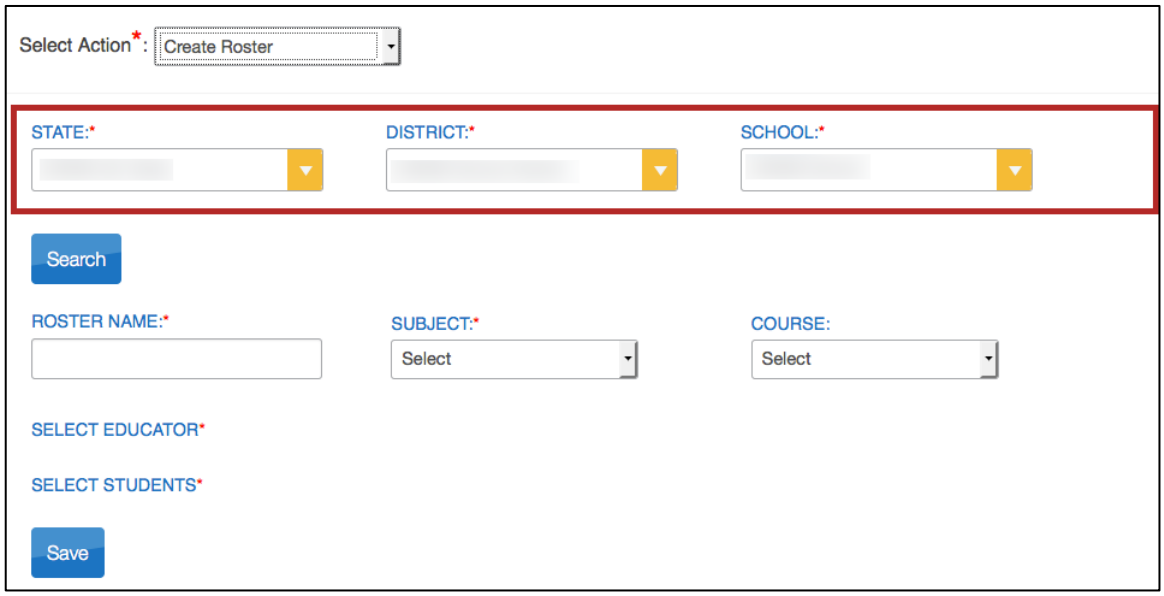
Note: Depending upon your program and organization, you may not be able to access this function. If the action does not display in the drop-down menu, the procedure is not allowed.

To create a roster manually (one at a time), perform the following steps.

1. Log in to Educator Portal.
2. Click the Settings menu.

3. Click the Rosters tab.

4. From the Select Action menu, choose Create Roster.
5. Select your organizational information.



6. Click Search.

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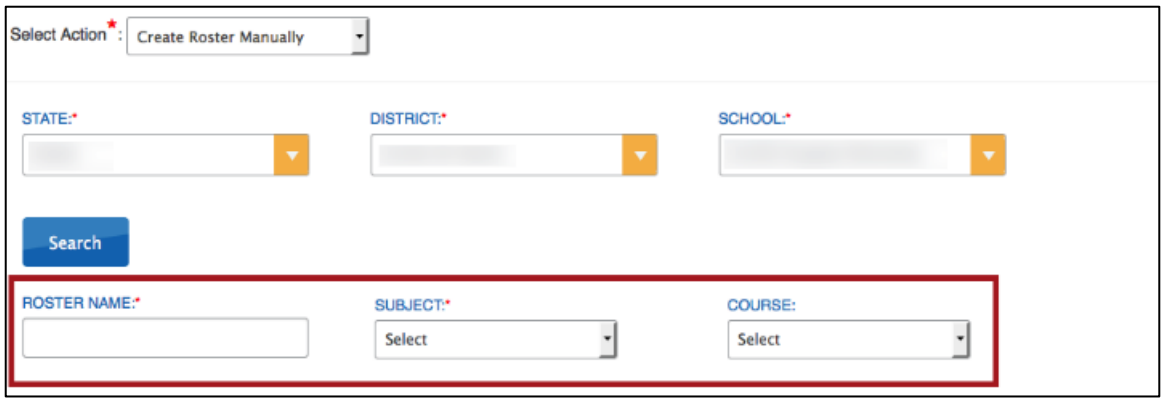
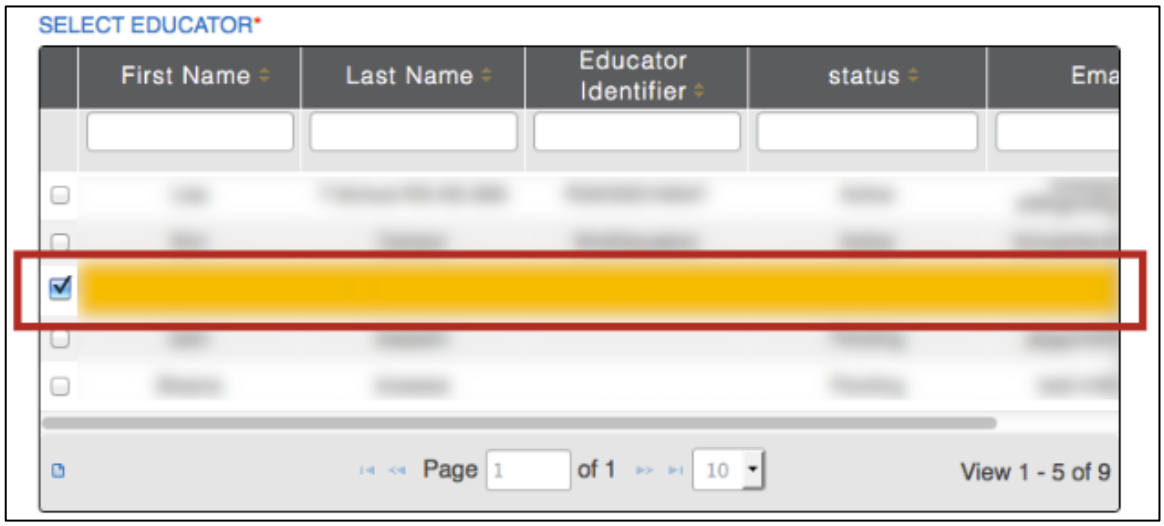
7. In the Roster Name field, type a name for the roster.
8. In the Subject menu, select the subject area.

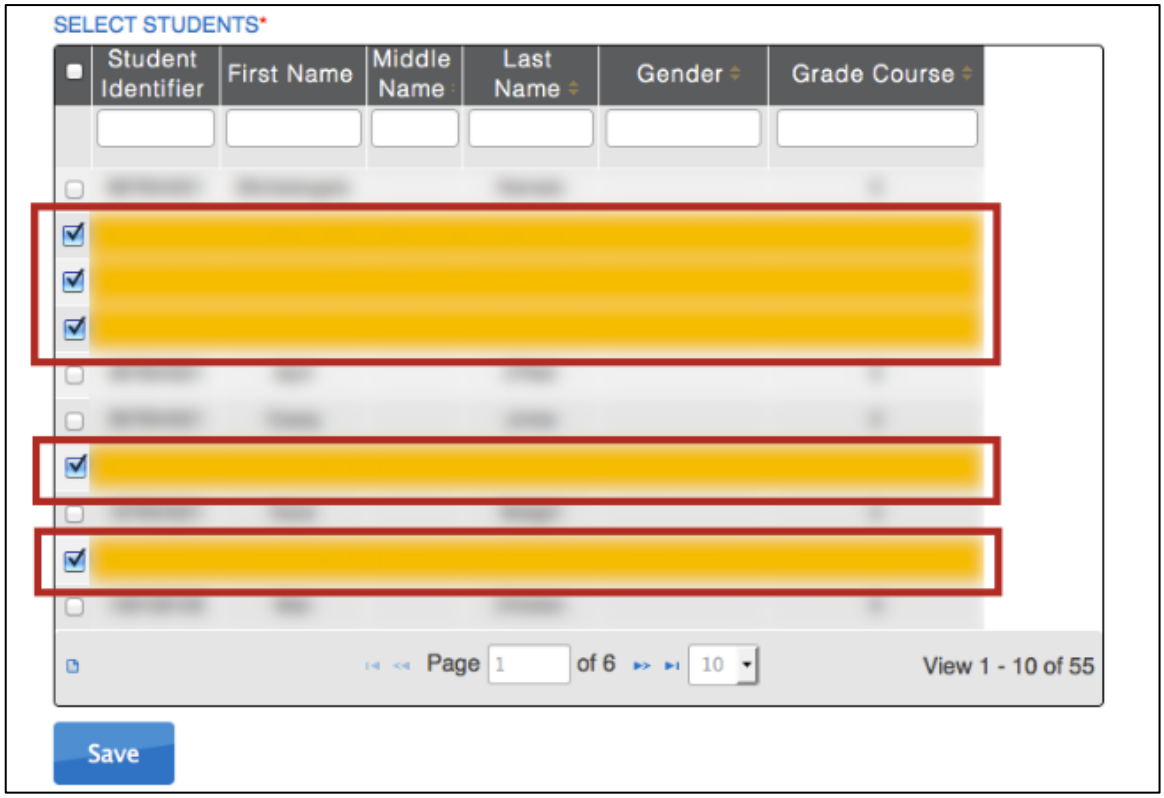
> Hint: Course is not a required field. A course should only be entered if instructed to do so by the assessment program.



9. Click the checkbox next to the appropriate educator.



10. Click the checkbox(s) next to the appropriate student(s).



11. Click Save.

Editing a Roster

Note: Depending upon your program and level of access, you may not be able to access this function. If a Save button does not display in the View/Edit Roster window, the procedure is not allowed.

To edit a roster, perform the following steps.

1. Log in to Educator Portal.
2. Click the Settings menu.

3. Click the Rosters tab.

4. From the Select Action menu, choose View Roster.
5. Select the organizational information.
6. Click Search.
7. In the list of rosters, locate the roster you want to view. Click once on the roster row.
8. On the View/Edit Roster window, review or make changes as needed.

Note: If you clear a checkbox, that educator or student will be removed from the roster.

9. When you are finished making changes, click Save.

Changes to the Chapter

The following table lists the changes made to this chapter since the last major release of the documentation.

Note: The Page column indicates the page number of the current manual where the change appears.

Change Logged	Page	Description of Change
12/17/2015	5.3, 5.5, 5.8, 5.11	Added the note.
12/17/2015	5.3	Added the hint.
12/17/2015	5.4	Updated the text.
12/17/2015	5.6	Updated graphics.
12/17/2015	5.7	Added Reviewing Roster File Upload.
12/17/2015	5.8, 5,9, 5,10	Updated graphics.